

Community Water Supply MILogin for Third Party Account

Introduction

MiEHDWIS is accessed through MILogin. Therefore, users must first create a MILogin account prior to requesting a MiEHDWIS account. **Community water supply users must sign up for a MILogin for Third Party account. Your MiEHDWIS account will not be provisioned without a MILogin for Third Party account.** Please direct all MILogin for Third Party account issues to the MILogin Help Desk; available at 1-800-968-2644 or 517-241-9700, Monday through Friday 8:00 a.m. to 4:30 p.m.

Create a MILogin for Third Party Account

1. Visit the [MILogin for Third Party](#) website.
2. Click **Sign Up**.
3. Enter in your **Profile Information**.
4. Answer the **Verification Question**.
5. **Agree** to the Terms and Conditions.
6. Click **Next**.
7. Create **User ID** – must be last name, first initial, and any four numbers (Example: DOEJ1234).
8. Create **password** that is unique to you, confirm, and click **Next**.
9. Choose your password recovery method(s).

Note: When choosing a phone number to call back for multifactor authentication, please **do not use an organization-wide phone number with operator options/extensions**. Many users have had trouble receiving a phone call and have had to reach out to the MILogin Help Desk to change their phone number.

10. Click **Create Account**.

Request Access to MiEHDWIS

Once you have completed the necessary steps to create your MILogin for Third Party account, proceed to requesting access to the Michigan Environmental Health and Drinking Water Information System (MiEHDWIS).

1. From your MILogin for Third Party homepage, click **Request Access**.
2. Select Agency – **Michigan Department of Environment, Great Lakes, and Energy**.
3. Click **Search Application**.
4. Choose **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.
5. **Agree** to the Terms and Conditions.
6. Click **Request Access**.

Note: A confirmation screen will appear stating that the request was successfully submitted.

7. Click **Home**.
8. Click on **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.

Note: If MiEHDWIS does not show up on your home screen, log out of MILogin and log back in until it shows up (it may take a few times).

9. **Agree** to the Terms and Conditions.
10. You will be greeted by the MiEHDWIS Welcome screen.
11. **Confirm** your email address.
12. Provide a **Reason for Access**. (Example: *I work for a [Water Supply Name] and need Certifier status.*)

Note: You will not be approved for an account if you do not provide a Reason for Access.

13. Click **Request Access**.
14. A confirmation message will appear stating, **“Access request has been submitted and will be reviewed by an administrator within 1-3 business days.”**

Note: Once approved, you will receive an email from MiEHDWIS. If unapproved and you submitted a Reason for Access, you will be contacted by a System Administrator asking for more information or providing a reason for denial. **If you do not provide a Reason for Access, you will not be approved and you will not receive an email.**

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